

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
Explanation (Show any positions replaced) Standard MWR NAF PD					7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																			
					10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive <input type="checkbox"/>					13. Competitive Level Code														
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					14. Agency Use CNIC									
a. Office of Personnel Management																									Initials					Date				
b. Department, Agency or Establishment																																		
c. Second Level Review					Automotive Helper					NA					5823					05					SN 12-31-01									
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment										c. Third Subdivision																								
a. First Subdivision										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature					Date					Signature					Date																			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																								
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										FWS JGS For Automotive Mechanic 5823 TS-57 Jun 90 Trades Helper Jobs TS-3 Nov 68																								
Signature					Date					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
23. Position Review					Initials					Date					Initials					Date					Initials					Date				
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks																																		

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management
FPM Chapter 295

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Automotive Helper **POSITION NUMBER** 01-001A

JOB SERIES: 5823 **PAY LEVEL:** NA-5

Summary of Duties: Assists automotive mechanics in performance of maintenance and repair on all combustion powered vehicles. Helps with repairs that can be accomplished by removing, replacing, adjusting, or cleaning defective parts or components such as fouled spark plugs, worn brakeshoes, water pumps, engine gaskets belts and hoses, etc. Under the direct supervision of the automotive mechanic or higher grade worker, removes and replaces with standard parts, items such as spark plugs, fan belts, starters, carburetors, fuel pumps, water pumps, mufflers, tail pipes, etc.

Assists in making settings and adjustments such as setting distributor and voltage regulator points, gapping spark plugs, setting engine idle and time, and taking up on brakes. May assist higher grade mechanics and workers in making service calls. May be required to operate a light truck or van to answer trouble calls or transport men and materials to and from jobs.

May assists with use of on-board computers and electronic analyzers to help diagnose problems with automatic computer control systems and emission systems. May perform maintenance on lawn cutting equipment, such as cleaning filters, spark plugs and sharpening blades.

Observes environmental, safety and security rules and regulations.

Performs other related duties as required.

Skills and Knowledge: A basic knowledge of automotive repair such as could be gained at the high school or trade school level. Ability to use standard and metric automotive hand and powered tools. Ability to operate a motor vehicle. A driver's license is required.

Responsibility: Works under the direct and constant supervision of an automotive mechanic or higher grade automotive worker. Work is constantly reviewed for adherence to instructions.

Physical Effort: Work requires standing, stooping, bending, stretching, crawling under vehicles, and working in tight spaces or tiring and uncomfortable positions. Frequently lifts parts and equipment weighing up to 40 pounds. Occasionally lifts items 50 pounds or more with mechanical devices or with assistance from other workers.

Working Conditions: Usually works indoors on concrete surfaces. Continually exposed to dirt, drafts, noise, dust, grease, and to the potential for burns, chemical irritations, shocks, bruises, cuts and strains. Occasionally works outside under adverse weather conditions. Is required to follow prescribed safety procedures and may be required to use safety equipment such as safety shoes and glasses, and respirators.